

Report Date: 16 Apr 2015

Summary Report for Individual Task
805K-79R-8102
Manage the Battalion Recruiting Standards Program
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: As the executive officer (XO), you are the primary staff officer responsible for the battalion's Recruiting Standards Program (RSP). You have access to Leader Zone (LZ), Report Management Zone (RMZ), and all applicable regulations. This task should not be trained in MOPP 4.

Standard: Monitor applicant processing, throughout the battalion, to ensure integrity within the recruiting process. Discuss negative trends and specific issues with appropriate commanders and provide recommended actions regarding negative trends or potential problem areas and recruiters.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Review the Enlistment Standards Functional Area Analysis Package, Volume II, and quality assurance reports (QARs) to identify negative trends and specific issues.
 - a. Navigate LZ to select pertinent applicant data.
 - b. Analyze data.
 - c. Disseminate findings to the battalion and company commanders, primary staff, special staff (Master Trainer), and senior guidance counselor (SGC).
 - d. Communicate identified trends to affected company commanders.
2. Conduct RSP training for appropriate key personnel.
 - a. Train investigating officers regarding proper investigation techniques.
 - b. Brief new Soldiers on recruiting standards.
3. Oversee all suspected violations of the RSP.
 - a. Review suspected violations with Suspected Impropriety and Recruiting Impropriety investigations.
 - b. Assign investigating officer, as needed.
 - c. Annotate all SIs and RIs; USAREC Form 601-45.1 – Recruiting Impropriety Log and USAREC Form 601-45.2 – Suspected Impropriety Log.
 - d. Forward completed ROI to BDE for closure.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed the Enlistment Standards Functional Area Analysis Package, Volume II, and quality assurance reports (QARs) to identify negative trends and specific issues.			
a. Navigated LZ to select pertinent applicant data.			
b. Analyzed data.			
c. Disseminated findings to the battalion and company commanders, primary staff, special staff (Master Trainer), and senior guidance counselor (SGC).			
d. Communicated identified trends to affected company commanders.			
2. Conducted RSP training for appropriate key personnel.			
a. Trained investigating officers regarding proper investigation techniques.			
b. Briefed new Soldiers on recruiting standards.			
3. Oversaw all suspected violations of the RSP.			
a. Investigated suspected violations with Suspected Impropriety and Recruiting Impropriety inquiries and investigations.			
b. Assigned investigating officer, as needed.			
c. Logged all SIs/RIs on USAREC logs.			
d. Submitted completed investigation to BDE HQ.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 15-6	PROCEDURES FOR INVESTIGATING OFFICERS AND BOARDS OF OFFICERS	Yes	No
	AR 601-210 w Ch 3	ACTIVE AND RESERVE COMPONENTS ENLISTMENT PROGRAM	Yes	No
	USAREC PAM 27-65	Procedural Guide for the United States Army Recruiting Command Investigating officer	Yes	No
	USAREC REG 600-25	Prohibited and Regulated Activities	Yes	No
	USAREC REG 601-45	Recruiting Improprieties Policies and Procedures	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None